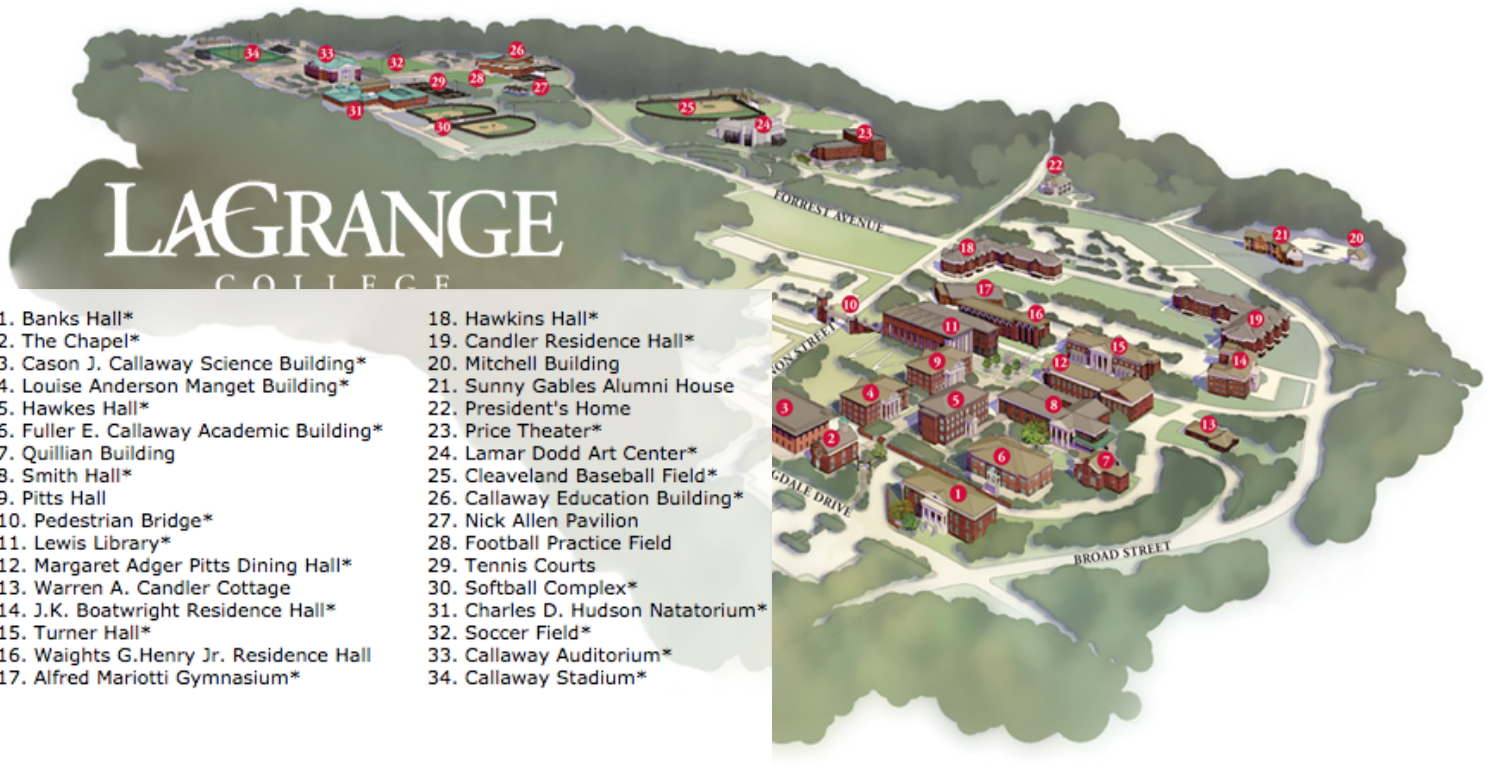




Annual Security and Fire Safety Report

Campus Crime, Fire, and Arrest Statistics

2018



2018 LaGrange College Annual Security and Fire Safety Report
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LaGrange College Mission & Vision

LaGrange College Mission

LaGrange College challenges the minds and inspires the souls of its students. Founded in 1831 and committed to its relationship with the United Methodist Church and its Wesleyan and liberal arts traditions, the college supports students in their search for truth. An ethical and caring community valuing civility, diversity, service and excellence, LaGrange College prepares students to become successful, responsible citizens who aspire to lives of integrity and moral courage.

LaGrange College challenges the minds and inspires the souls of its students.

- Through an interdisciplinary, broad-based general education curriculum, rigorous study in the major disciplines, innovative learning opportunities and integrative co-curricular programs, LaGrange College students encounter experiences that challenge and inspire them to develop intellectually, socially, and spiritually.

Founded in 1831 and committed to its relationship with the United Methodist Church and its Wesleyan and liberal arts traditions, the college supports students in their search for truth.

- The oldest private college in the state of Georgia, the institution has been affiliated with the United Methodist Church for more than 150 years.
- Firmly rooted in the Christian faith and grounded in the Wesleyan and liberal arts traditions, both of which are devoted to the unfettered pursuit of truth, the college encourages students to deepen their understanding of their faith and empowers them to engage in free intellectual inquiry.
- Welcoming students from widely diverse backgrounds and a variety of faith traditions, the college fosters an environment of respect and humility and is committed to the ideals of religious and academic freedom.

An ethical and caring community valuing civility, diversity, service and excellence, LaGrange College prepares students to become successful, responsible citizens who aspire to lives of integrity and moral courage.

- Understanding the necessity of informed thought directed toward responsible decision making, the academic programs of the college provide opportunities for students to grow in their ability to communicate effectively, to encounter the world with critical insight, and to approach problems and opportunities with creativity.
- Committed to the success of students as members of the college community and as alumni, the institution encourages students to see life and work as deeply related and to engage themselves in rich opportunities for meaningful service.
- Aware of the global nature of 21st -century learning and living, the college provides multiple opportunities for students to experience distant cultures and diverse peoples through study-away options, language study, internships, and a wide exposure to cultural-enrichment events – all in the context of academic study and action that foster responsible, sustainable stewardship.

LaGrange College Vision

LaGrange College will be distinguished as a college that transforms the lives of its students and its communities.

Campus Safety at LaGrange College

No community's security plan can be effective unless everyone in the community contributes to making it work. Safety and security are both personal and shared responsibilities. Only by accepting this responsibility can members of the community maintain a safe and secure environment.

This security section of the Annual Security Report is provided to you as a part of LaGrange College's commitment to safety and security on campus and satisfies all the requirements of the Federal Crime Awareness and Campus Security Act of 1990. It is filled with information about a variety of security services and programs, which are available to you as a member of the College community. We hope that you will become familiar with this information and find the programs useful.

The College has an established campus-wide Safety Committee that is charged with the assessment and improvement of safe practices and safe environments across the College. If you should ever encounter an unsafe condition on campus, please alert campus security or your RA/Area Manager.

Security Services

The Vice President for Student Engagement has primary responsibility for the security of LaGrange College. The Office's mission is to create and maintain a safe and secure environment. This includes protecting lives and securing property and preserving peace and order. There are two main branches of services: security operation and education.

Security Operations

Securitas Security Services, who reports to the Vice President for Student Engagement, provide security at LaGrange College. They are on duty 24 hours a day.

Security officers check in at the residence halls and routinely patrol the buildings and property of the entire campus.

Security officers respond to all reports of crime, fire, medical and other emergencies and call in and coordinate with the City of LaGrange Fire and Police Departments. They complete incident reports, interview witnesses, gather facts, and conduct preliminary investigations. Officers lock and unlock buildings, admit authorized persons into locked areas, and monitor fire and burglary alarm systems. Security officers can be reached by calling 706-880-8911 or if calling from another campus extension, dial ext. 8911. Security Office is located in Turner 217.

Campus Security Authority

LaGrange College campus security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at LaGrange College. LaGrange College security officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Security officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus.

Relationship of Campus Security Personnel with State and Local Law Enforcement Agencies

The LaGrange College security office maintains a close working relationship with the LaGrange Police Department (LPD). College security and staff occasionally work with other law enforcement agencies in Georgia, including the FBI, the Park Police and the U.S. Secret Service. Meetings are held between the leaders of these agencies on both a formal and informal basis. The officers of campus security and LPD communicate regularly on the scene of incidents that occur in and around the campus area. There is no written memorandum of understanding between campus security and LPD.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)

The Clery Act requires all institutions of higher education to publish an annual report of security policies and crime statistics. The Higher Education Opportunity Act of 2008 also requires an annual report containing information on campus emergency response and evacuation procedures, emergency notification, additional hate crime reporting and fire safety policies and statistics. Information contained in this report was also solicited from all campus security authorities. This report is made available to all current and prospective students and employees. LaGrange College sends an e-mail to every enrolled student and current employee on an annual basis to notify that the report is available to be viewed which includes a .PDF file containing the report. Printed copies are available on request and are available in person at the LaGrange College Security Office (located in Turner Hall) or by contacting the Dean of Students' Office (706-880-8976).

The report is due by October 1st of each year and must contain certain crime statistics for the current and preceding two-year reporting period.

The purpose of this publication is to:

- Provide the LaGrange College community with an overview of security services
- Share crime statistics required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- Inform current and prospective students, staff, faculty, and visitors about the College's policies and programs designed to help keep them safe

- Share information regarding emergency preparedness and planning
- Share information regarding fire safety, fire statistics, and fire-related information

Comprehensive crime statistics for LaGrange College are also available online at the U.S. Department of Education (<http://ope.ed.gov/security/>).

LaGrange, Georgia/ Troup County area statistics are also available by accessing the Federal Bureau of Investigation Uniform Crime Reports (UCR) (<http://www.fbi.gov/ucr/ucr.htm>).

Emergency Notifications and Timely Warnings

Students, faculty, staff, community members, and guests are encouraged to report all crimes and public safety-related incidents to campus security in a timely manner to aid in providing accurate and timely warning notices to the community when appropriate, and to ensure inclusion in the annual crime statistics

LaGrange College makes every attempt to communicate accurate, timely information to members of the campus community in the event of a crisis, serious crime, emergency, or other situation which may impact the safety of the community. The intent of a Timely Warning is to provide information to enable members of the college community to protect themselves.

Information on criminal incidents that occur, either on or off campus, that, in the judgment of the Vice President for Student Engagement or his/her designee through consultation with the President's Office and Cabinet, constitutes an ongoing or continuing threat to the campus community will be distributed on a timely basis.

Among the various distribution methods available are through e-mail and the ReGroup system. A campus meeting may be called at the discretion of the College President. Warning posters may also be strategically placed throughout the campus depending on the nature of the incident.

Status updates regarding the resolution and/or "un-founding" of a crime and issued timely warnings will be disseminated in a similar fashion and updated as soon as possible. The intent of a Timely Warning is to provide information to enable members of the college community to protect themselves.

Notification to the LaGrange College Community About an Immediate Threat

LaGrange College community members are encouraged to notify campus security of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students, faculty, staff, or visitors on campus. Campus security has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, campus security has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

If campus security confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the LaGrange College community, emergency notification procedures will be activated to provide immediate notification of the threat to the LaGrange College community, or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population. Campus security will, without delay and taking into account the safety of the community, determine the content of the notification and initiate notification, unless issuing a notification will, in the judgment of the first responders (including, but not limited to campus police or housing staff), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the LaGrange College community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the LaGrange College campus community. These methods of communication include ReGroup, a system that provides email and text message alerts to members of the LaGrange College community. All students, faculty, and staff are automatically registered in ReGroup; each is encouraged to keep numbers on record accurate.

Emergency Response and Evacuation Procedures

Upon confirmation of a significant emergency or a dangerous situation occurring on campus (or directly affecting the campus) that involves an immediate threat to the health or safety of student or employees, the College will alert the campus community in the most expeditious manner available about the situation. This will generally involve activation of our e2Campus system. This system, which can be activated by campus security or other designated personnel, will via phone text messages and other media alert those who have preregistered for the system. This initial alert will be augmented, if appropriate, by other forms of communication, including electronic mail, phone calls, and personal contact. The College will make every effort to confirm the validity of the emergency or dangerous situation. It will do so by use of established lines of communication with college staff, administrators, residence hall personnel (including resident assistants), area coordinators, campus security personnel, and local law enforcement and emergency responders, as well as media reports and any other available sources.

The college's president or Vice President for Student Engagement (or the senior administrative officer acting at the time of the occurrence) will determine, based on that information, whether notification is necessary or desirable and, if so, what form that notification should take and to whom it should be directed. Notification will not be delayed simply because all information has not been gathered or fully confirmed. A notification in such cases may use wording that stresses that an incident has been "reported" or that there is not yet confirmation. What is most critical is that the awareness of those potentially affected, directed or indirectly, is heightened and that any appropriate safety precautions are taken without delay. The College will err on the side of notification, understanding that corrections can be made through subsequent communications.

The content of the notification will be only the information necessary to give the nature of the threat or situation and the recommended actions, recognizing that the longer the message the more time it takes to absorb and act upon.

Usual components of such a message would be: the nature of the situation; the location of the situation; what action should be taken; and (if appropriate) a promise of further information as it becomes known.

An example of such a message containing those components would be: "Fire reported in Turner Hall. Evacuate that building. Others stay clear. More info to follow." The notification can be activated by personnel in Information Technology, Public Relations, Campus Security, and/or Student Engagement.

Individual and community safety is the paramount concern in any decision to notify the campus community of a dangerous or emergency situation. Safety may, in certain circumstances, require that notification be delayed, particularly when emergency or law enforcement personnel believe that such notification will compromise efforts to assist a victim or victims or frustrate efforts to respond to or mitigate an emergency. Due deference will be given to such considerations, but only in truly exceptional circumstances there will be a decision to delay or avoid notification.

After the campus community or affected portions of the campus community have been notified, the College will coordinate the dissemination of emergency information to the larger community, both by means of media and through local emergency responders.

Reporting Crimes and Emergencies

Community members, students, faculty, staff, and guests are encouraged to report all crimes and safety related incidents to campus security in a timely manner. To report a crime or emergency on campus, call campus security (706-880-8911) or if calling from another campus extension, dial ext. 8911. Security Office is located in Turner 217.

Crimes should be reported to campus security to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate

Information regarding incidents of sexual misconduct may be reported to any employee of LaGrange College. Employees who learn of an incident of sexual misconduct or other serious crimes (Clery Act crimes including Murder, Manslaughter, Forcible Sex Offenses, Burglary, Robbery, Aggravated Assault, Motor Vehicle Theft, Arson or Hate Crimes) are asked to report this information to campus security, the Dean of Students, or and/or the LaGrange Police Department..

To report a fire or to request an ambulance for a medical emergency, call campus security (706-880-8911). If you do dial 911, provide accurate and complete information regarding your location and the nature of the emergency. It is important that your information be relayed accurately as it will enable prompt response.

Reporting a crime:

- Call campus security at 706-880-8911; report any and all details of the incident
- Describe the suspect's appearance, clothing, height, weight, coloring, scars or other noticeable features
- Describe the location of the incident
- Describe the suspect's vehicle, license plate number and direction of travel
- **If you observe a crime or a suspicious incident, call immediately.** Do not assume someone else has made the call.

Try to provide the dispatcher with accurate, detailed information about the problem. When reporting an emergency, try to explain your needs as calmly as you can. **STAY ON THE LINE** until the dispatcher says it is okay to hang up.

Crimes often occur in clusters. If you report a crime or a suspicious situation, you might prevent the next one from taking place. An activity which you feel is unusual may be a sign of a criminal act. It is crucial that you contact campus security immediately whenever you see or hear something suspicious.

Campus security incident reports involving students are forwarded to the Dean of Students office for review and potential action as directed by the Social Code.

Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may want to consider making a confidential report. A campus security officer can file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to maintain confidentiality, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. You can call campus security at 706-880-8911 and ask that information remain confidential.

When these reports involve allegations of sexual misconduct (including sexual harassment or sexual violence) they are made available to the College's Title IX Coordinator.

NOTE: If a report of crime or incident of sexual misconduct discloses an immediate threat to the college campus community, where timely notice must be given to protect the health or safety of the community, the College may not be able to maintain confidentiality. Immediately threatening circumstances include, but are not limited to, reported incidents

of sexual misconduct that include the use of force, a weapon, crimes of violence, or other circumstances that represent a serious and ongoing threat to LaGrange College students, faculty, staff or visitors.

Reporting of Crimes to Confidential Sources on Campus

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors,” when acting as such, are not considered to be a campus security authority and are not required to report crimes, including acts covered by the College’s Sexual Misconduct Policy, for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

Pastoral Counselor

An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor. The College Chaplain, the Rev. Dr. Adam Roberts, is deemed a pastoral counselor in accordance with this policy. He may be contacted at 706-880-8004.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community. Individuals providing counseling through the College’s Counseling Center are deemed as professional counselors in accordance with this policy. The college’s two professional counselors employed by the Counseling Center are Pamela Tremblay and Brandi Cameron. Appointments with the Counseling Center can be made by calling 706-880-8269.

Security and Access

During business hours certain College administrative offices will be open to students, parents, employees, contractors, guests, and invitees. All other facilities will have card and key access only. During non-business hours access to all College facilities is by key or card access or admittance by campus security or Residence Life staff. In the case of periods of extended closing only those with authorized card and key will have access to facilities.

Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured and will be equipped with a lock separate from the regular key issued to resident students. Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Emergencies may necessitate changes or alterations to any posted schedules.

Security Awareness Programs for Students and Employees

During summer orientation and First Week, students are informed of services offered by campus security. Additional information on security and campus security services are provided by housing staff in the residence halls. Similar information is presented to new employees. Crime Prevention Programs and Sexual Assault Prevention Programs are offered throughout the academic year as presented by Student Engagement, the Counseling Center, and the Office of Residential Education and Housing.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. The College also provides notifications pertaining to timely warnings and immediate threats via the Regroup Campus system.

Crime Prevention Programs for Students and Employees

Crime Prevention Programs on personal safety and theft prevention are sponsored by the Office of Residential Education and Housing as well as various campus organizations throughout the year. Through summer orientation sessions and First Week, campus security information and general crime prevention is offered to new students and their families. Similar information is provided to new employees and faculty through their orientation sessions offered by Human Resources. The Office of Residential Education and Housing also offers programming to residential students on a periodic basis throughout the year.

LIST Prevention Program Titles –

Prevention training programs offered throughout the academic year include:

- Sexual Assault for Undergraduates (EverFI training)
- Bystander Intervention Training
- Title IX Policy Training
- Sexual Assault Awareness Week Training
- One Love (dating violence training)
- Consent Training for Fraternities
- Active Threat Preventive Training for Faculty and Staff

Criminal Activity Off-Campus Involving Students

LaGrange College operates no off-campus housing or off-campus student organization facilities. However, approved students live off campus provided that they complete the residency waiver application process (For additional information see the *Student Handbook*). LaGrange City and Troup County Police have primary jurisdiction in all areas off campus. When a LaGrange College student is involved in an off-campus offense, campus security may assist with the investigation in cooperation with local, state, or federal law enforcement. Local agencies may request a College staff member or campus security representative be present when dealing with students in areas immediately adjacent to campus.

Missing Student Notification Policy

In accordance with the requirements of the Higher Education Opportunity Act of 2008, Section 485 (j), LaGrange College follows these guidelines concerning missing students who reside in campus housing.

Residence students will be informed (at the beginning of fall and spring semesters) that they have the option to identify an individual that the College can contact within 24 hours after the time that a student has been determined to be missing by the designated officials authorized to make that determination, specifically the Area Manager, Housing Director, or Vice President of Student Engagement. The confidential contact may be the person designated by the student in addition to the designated emergency contact. In cases where a student has not designated a separate missing person contact, the emergency contact on record will be notified.

For students under 18 years of age (and not emancipated), the College will notify a custodial parent or guardian no later than 24 hours after the time the student has been officially determined to be missing.

A student is determined to be missing when the College's Residence Life staff (including Resident Advisors, Area Managers, Housing Director, and/or the Dean of Student Engagement) verify that the report information is credible and that the circumstances warrant declaring the student as missing.

Once a student is determined to be missing, the Dean of Student Engagement or Housing Director will contact the student's designated contact. In addition, the LaGrange Police Department may also be contacted.

At the beginning of each semester, the Residence Life staff will collect the following information from each residence student:

- Student's full legal name
- LC ID #
- Residence Hall and Room Number
- Student's cell phone number
- The name and relationship of the person(s) the student wants to be contacted
- A home and/or cell phone number for that contact person(s)
- An email address for that contact person(s)
- A home address for that person(s)

The student is responsible for keeping this contact information updated and accurate.

This information will be kept confidential and on file in the Housing Office.

College Statement and Information on Alcohol and Drugs

Alcohol and Other Drugs

LaGrange College prohibits the possession, distribution and use of alcohol or illegal drugs. As members of the College community, we recognize that we have an obligation to examine critically the issues surrounding drug and alcohol abuse on campuses, to provide appropriate institutional responses, and to promote responsible personal decisions. Community members have the right to live, work, learn and study in an environment free from the damaging effects of drug and alcohol abuse. To this end, LaGrange College sponsors a variety of programs and provides information and resources regarding drug and alcohol abuse. In addition, the College's policies for faculty, staff and students are consistent with federal and local law and reinforce the belief that people are accountable for their own actions. The College's procedure for alcohol and drug infractions is listed in the Social Code policy. This section is provided to give the student information to make an informed choice about alcohol and drug use.

Health Risks Associated With Substance Abuse

This section summarizes the health risks associated with drug and alcohol abuse and resources for addressing drug and alcohol abuse.

Caffeine, alcohol and tobacco are commonly used drugs. Although some are regulated, they are not per se illegal. It is important to realize that for some people, even these legal drugs taken in moderation can produce serious health risks, and under certain circumstances, these drugs can prove as insidious and damaging as some illegal substances.

Some illicit drugs and controlled substances have valid pharmaceutical uses. When properly administered by a physician their effect can be beneficial, yet, as with the licit drugs mentioned above, these same drugs can also prove damaging. Other substances, such as inhalants and analogs, have no legitimate claim to healing. Their use is by definition abuse, and the results are unpredictable and sometimes fatal.

Regardless of the licit or illicit status of a substance, abusing drugs is never beneficial physically, socially, psychologically, or economically. The following discussion provides a listing of common drugs and substances along with the associated physical and psychological and effects and risks. Keep in mind that the effects and risks may vary depending upon dosage, frequency of use, duration of use combination with other substances, as well as the age, sex and health of the person.

Physical Health Risks

Depressants (Quaaludes, barbiturates, tranquilizers, and alcohol)

Health Risks: General - depression of the central nervous system, slow response time, loss of rational judgment, decreased coordination and motor skills, death. These drugs are particularly dangerous when combined.

Health Risks: Alcohol - Fetal Alcohol Syndrome, metabolic changes (e.g. hypoglycemia, elevated triglycerides), cancer of the mouth, pharynx, larynx, esophagus, and liver, heart disease, nervous system damage, gastrointestinal disorder (e.g. peptic ulcers, pancreatitis, gastritis), liver damage (e.g. alcoholic hepatitis, cirrhosis, and fat accumulations), death from overdose (2,000 per year in U.S.), blackouts, accidental injuries, anemia.

Narcotics (heroin, methadone, codeine, morphine, meperidine, opium, and other)

Health Risks: General - nausea, vomiting, convulsion, coma, possible death. The use of contaminated syringes may result in disease such as HIV, endocarditis and hepatitis. Addiction during pregnancy can lead to premature, stillborn or addicted infants.

Stimulants (caffeine as found in coffee, tea, soft drinks, diet and caffeine pills; cocaine; crack; amphetamines such as benzedrine, Dexedrine, methadrine – speed)

Health Risks: Caffeine - increased motor activity, diminishes small muscle coordination and timing, insomnia or restlessness and disturbed sleep, increased basal metabolic rate, increased urination, premature systoles, heart palpitation, tachycardia, gastrointestinal irritation, ulcers, diarrhea, constipation (from high tannin content of tea) mild delirium, auditory and visual disturbances.

Health Risks: Cocaine - (highly addictive) elevated blood pressure, increased temperature, nosebleeds, erosion of the nasal septum, paranoia, nervousness, insomnia, malnutrition, tactile hallucinations, seizures, convulsions, death from effect on cardiac function and respiration.

Health Risks: Crack - (highly addictive) dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucination, paranoia, seizures, agitation, increased temperature, convulsions, possible death from cardiac arrest.

Health Risks: Amphetamine – elevated blood pressure, nervousness, hyperactivity, insomnia, malnutrition, acute psychoses.

Hallucinogens (phencyclidine - PCP, lysergic acid diethylamide -LSD, mescaline-peyote, psilocybin – mushrooms, marijuana).

Health Risks: PCP - unexpected psychotic episodes, perceptual distortions, sense of estrangement, poor muscular coordination, impaired speech, long term persistent memory

Health Risks: LSD - peyote mushrooms – illusions, hallucination, increased temperature and heart rate, elevated blood pressure, loss of appetite, insomnia, tremors, panic, confusion, and speech impairments, depression, anxiety, violent behavior, hallucination, coma, heart failure, lung problems, ruptured blood vessels in the brain, death. paranoia, loss of control, long term persistent flash backs, psychosis, dementia.

Health Risks: Marijuana - perceptual distortion of time, increased heart rate, dilation of blood vessels, loss of short term memory, impaired comprehension, decreased visual perception and psychomotor skills, loss of motivation, fatigue, chronic bronchitis, decreased vital lung capacity, lung cancer, paranoia, psychosis.

Inhalants (nitrous oxide, amyl nitrate, butyl nitrite, chlorohydro carbons, hydro-carbons-found in aerosol sprays, solvents, chemicals and gasoline).

Health Risks: General - Nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination, loss of appetite, decreased heart and respiratory rates, impaired judgment, violent behavior, disorientation, rapid pulse, headaches, incontinence, hepatitis, renal and hepatic damage, peripheral neuropathy, convulsions, encephalopathy, cardiac arrhythmia, ataxia, chorea, tremors, organic lead encephalopathy, myopathy, brain hemorrhage, unconsciousness, and death from asphyxiation.

Designer Drugs or Analogs (synthetic chemical modification of older drugs, sometimes several hundred to several thousand times stronger than the drugs they are designed to imitate.)

Health Risks: General – depression, anxiety, paranoia, illusions, hallucinations, impaired perception, tremors, drooling, impaired speech, paralysis, irreversible brain damage, and death.

Smoking (cigarette smoking in particular, cigar and pipe smoking to a lesser extent.)

Health Risks: General - Nausea, vomiting, peripheral vasoconstriction, tachycardia, elevated blood pressure, increased risk of heart disease as well as chronic bronchitis and emphysema, decreased life expectancy, increased potential for serious adverse effects in women taking oral contraceptives, lung cancer and other cancers (mouth, larynx, esophagus, bladder, pancreas, kidney). When used during pregnancy: premature and low birth weight babies, increased risk of miscarriage and still birth, hyperirritability, and hyperkinesia in infants.

Early recognition and treatment of alcohol and drug abuse are important for successful rehabilitation and reduced personal, family and social disruption. The College encourages and supports the earliest possible diagnosis and treatment for substance abuse. Whenever feasible, the College will assist students in overcoming alcohol and drug abuse. However, the decision to seek diagnosis and accept treatment for any problem remains primarily the individual's responsibility.

Counseling/Treatment Resources

A number of counseling and treatment options are available to students at LaGrange College. All counseling is confidential (except as otherwise required by law in cases of child abuse or when the person presents a clear and present danger to him/herself or others). Students are encouraged to seek counseling and/or treatment in dealing with personal issues of substance abuse relating to themselves, their friends or their families. Specific counseling and/or treatment may be required of students as a result of conduct concerns or proceedings.

The following is a list of available counseling treatment resources:

Counseling Center: Individual and small group counseling sessions are available depending upon the specific needs of the students. Referrals are made to off-campus provider when the individual requires long-term or specialized assistance beyond the scope of the center staff. For more information or an appointment, call 706-880-8269.

Spiritual Life: Clergy is available for personal counseling and may refer students to other resources as appropriate. For information or for an appointment call 706-880-8004.

For additional resources on drug education contact: The National Council on Alcoholism and Drug Dependence Information Line at 1-800-622-2255 or the National Institute on Drug Abuse Hotline at 1-800-662-4357.

Programs

Programs offered through the Student Engagement and other units focus on education, wellness, prevention and personal choice. Workshops and seminars are provided within the residence halls, as a part of First Week, during National Collegiate Alcohol Awareness Week, and Drug Awareness Week, through Greek organizations and throughout the year on an ad hoc basis.

How The College Views Alcohol And Drug Abuse

The use of alcohol and other drugs can have a negative impact on judgments and reactions, health and safety, but may lead to legal complications as well. Even more basic is the stance that drugs and alcohol have no place on this campus among our students.

The College's Role

The College's principle role is to engage in education, which leads to high standards and respectful conduct. When those are compromised, it will take action against individuals or organizations violating rules regarding alcohol and against individuals violating either the law or College policy concerning alcohol. The College will deal severely with students convicted of the illegal possession, use, or sale of drugs.

What the College Community can do to prevent alcohol and drug abuse

Students can help control substance abuse by declining to use or condone the use of drugs and by insisting that organizations and individuals use alcohol within the law and adhere to College policy. Students should make an effort to prevent persons who have abused alcohol or used drugs from harming themselves or others, especially when driving a motor vehicle, and should encourage those needing professional help to seek it.

The same standards and regulations apply with equal force to members of the faculty, staff and administration.

Parental Notification

The college reserves the right to notify parents of students under the age of 21 who violate rules governing alcohol/drug use at LaGrange College.

Drinking Age Laws

Georgia State Statute 3-3-23 makes it unlawful for any person under the age of 21 years to have in his or her possession alcoholic beverages; to sell, give, serve or permit to be served alcoholic beverages to a person under 21 years of age or to permit a person under 21 years of age to consume said beverages on the premises; to misrepresent or misstate his or her age or any other person for the purpose of inducing any licensee or his agents or employees to sell, give, serve or deliver any alcoholic beverages to a person under 21 years of age.

Drug Policy

The College does not condone the possession, consumption, ingestion, injection, or inhalation (without prescription or medical authorization) of substances that have the capacity to change a person's mood, behavior, or mind, or modify and relieve pain, such as, but not limited to marijuana, opiates, amphetamines, barbiturates, hallucinogens, psychedelics, or solvents. Any student found to be in conflict with the above or local, state, and federal narcotics laws, will be referred to the Dean of Student Engagement, who will initiate the college's disciplinary process. The sanction may result in separation from the College. Disciplinary action against a student under College rules does not preclude the possibility of criminal charges against that individual. Similarly, the filing of criminal charges does not preclude action by the College.

The use of illegal drugs and the misuse of prescription and other drugs pose a serious threat to the physical and mental well-being of students, faculty, staff, visitors and guests of the College. The College is committed to providing accurate information and educational programs to prevent such use of drugs. If further information is required about these programs, services, and the assistance available at the College. Please contact the Counseling Center, Spiritual Life or any Student Engagement Staff.

Drug Testing Policy

Given grounds for reasonable suspicion, the College reserves the right to require any student to undergo drug testing, the cost to be borne by the student. Drug testing is provided to student athletes as dictated by NCAA guidelines. A drug conviction may negatively impact a student's financial aid, <https://studentaid.ed.gov/sa/eligibility/criminal-convictions>.

LaGrange College Sexual Misconduct Policy

Effective July 1, 2019

INTRODUCTION

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Introduction

It is the policy of LaGrange College (“the College”) to maintain an environment for students, faculty, administrators, staff, volunteers, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The College has enacted this Sexual Misconduct Policy (the “Policy”) to reflect and maintain its institutional values and community expectations, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

This Policy prohibits all forms of sexual or gender-based discrimination, harassment, and misconduct, including sexual assault, non-consensual sexual contact, intimate partner violence, sexual exploitation, and stalking. This Policy also prohibits retaliation against a person who reports, complains about, or who otherwise participates in good faith in any matter related to this Policy. All the foregoing conduct shall be referred to as “Prohibited Conduct.”

LaGrange College does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment is also prohibited under Title IX, Title VII of the Civil Rights Act of 1964, and other applicable statutes. This Policy prohibits sexual harassment against LaGrange College community members of any sex, sexual orientation, gender identity, or gender expression in the context of education or employment. This Policy also prohibits gender-based harassment that does not involve conduct of a sexual nature.

Upon receipt of a report, the College will take prompt and equitable action to eliminate the Prohibited Conduct (if any), prevent its recurrence, and remedy its effects. In addition, the College will fulfill its obligations under the Violence Against Women Reauthorization Act of 2013 (“VAWA”) amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) in response to reported Prohibited Conduct. Students or employees who are found to have violated this Policy may face disciplinary action up to and including expulsion (students) or termination of employment (faculty or staff).

LaGrange College also prohibits other forms of discrimination and harassment addressed in the Statement of Non-Discrimination.

Prior to the articulation of the Policy, it is important to note options for assistance following an incident of sexual violence. Whether or not an individual chooses to formally report an incident, **receiving immediate medical attention and/or counseling is vital to the individual’s overall health and wellness**. Likewise, seeking immediate medical attention is vital to preserve evidence if an investigation is to follow. More detailed information on resources is also available at the end of this Policy.

I. SCOPE OF POLICY

This Policy applies to all reports of Prohibited Conduct occurring on or after the effective date of this Policy (July 1, 2019). Where the date of the reported Prohibited Conduct precedes the effective date of this Policy, the definitions of misconduct in existence at the time of the report will be used. The Grievance Process under this Policy, however, will be used to investigate and resolve all reports made on or after the effective date of this Policy, regardless of when the incident(s) occurred.

When used in this Policy, “Complainant” refers to the individual who is identified as the subject of Prohibited Conduct. “Respondent” refers to the individual alleged to have engaged in Prohibited Conduct (the “Parties”). A “Third-Party” refers to any other participant in the process, including a witness or an individual who makes a report on behalf of a Complainant.

A. Persons Covered

This Policy applies to all LaGrange College community members, including students, faculty, administrators, staff, volunteers and visitors.

The College strongly encourages reports of Prohibited Conduct regardless of who engaged in the conduct. Even if the College does not have jurisdiction over the Respondent, the College will take prompt action to provide for the safety and well-being of the Complainant and the broader campus community.

B. Locations Covered

This Policy applies to all on-campus conduct and some off-campus conduct, described below. The College strongly encourages reports of Prohibited Conduct regardless of location. Even if the Policy does not apply to the conduct because of its location, the College will take prompt action to provide for the safety and well-being of the Complainant and the broader campus community.

On-Campus Conduct. This Policy applies to conduct that occurs on-campus, including conduct which occurs on property owned or controlled by the College.

College Programs. This Policy applies to conduct that occurs in the context of College employment or education programs or activities, including, but not limited to, LaGrange College study abroad or internship programs.

Off-Campus Conduct. This Policy also applies to conduct that occurs off-campus and has continuing adverse effects on, or creates a hostile environment for, any member of the LaGrange College community on-campus or in any College employment or education program or activity.

II. PROHIBITED CONDUCT & DEFINITIONS

A. Sex or Gender-Based Discrimination

Sex or gender-based discrimination refers to the disparate treatment of a person or group because of that person's or group's sex, gender identity or gender expression.

B. Sexual Misconduct:

Sexual harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including acts of sexual violence. Based on guidance from the Federal government, dating violence, domestic violence, and stalking may, depending on the facts, be forms of sexual harassment. LaGrange College prohibits sexual harassment against community members (*e.g.*, students, faculty, staff, campus visitors) of any sex, sexual orientation, gender identity, or gender expression in the context of education. Complaints alleging harassment based on a person's actual or perceived gender identity or expression will be taken seriously and handled in the same manner as other harassment complaints. Sexual harassment may take two forms: (1) *quid pro quo*, and (2) creating a hostile environment.

Sexual harassment *quid pro quo* occurs when a position of authority is used to threaten to impose a penalty or to withhold a benefit for sexual favors, whether or not the attempt is successful. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. It should be noted that the potential of sexual harassment exists in any of the following relationships: student/student, employee/student, student/employee, and employee/employee. Here and subsequently, "employees" refers to faculty, staff, and administration. Because of the inherent differential in power between College employees and students, sexual relationships between employees and students are prohibited.

A hostile, demeaning, or intimidating environment exists when sexual harassment is sufficiently serious to deny or limit an individual's full and free participation in the life of the College. A hostile environment can be created by anyone involved in a College's program or activities (*e.g.*, administrators, faculty members, staff members, campus visitors).

Explicit behaviors constituting sexual harassment include but are not limited to requests for sexual favors, physical assaults of a sexual nature, sexually offensive remarks, and rubbing, touching or brushing against another's body. More subtle behaviors may be experienced as intimidating or offensive, particularly when they recur, or one person has authority over another. Such behaviors may include but are not limited to unwelcome hugs or touching, inappropriate staring, veiled suggestions of sexual activity, requests for meetings in non-academic settings, and risqué jokes, stories or images.

These behaviors may range from the most egregious forms, such as sexual violence, to more subtle forms. The College defines acts of sexual violence as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (*e.g.*, due to the individual's age or use of drugs or alcohol, or because an intellectual or other disability prevents the individual from having the capacity to give consent; For full definition of consent, please refer to Section II. C).

Sexual violence includes rape, sexual assault (both non-consensual sexual contact and non-consensual sexual intercourse), sexual abuse, sexual coercion, and sexual exploitation. Other than "rape, definitions of the proceeding terms will be the State of Georgia definition governing at the time of the incident. By Federal dictate, the College will use the FBI definition of "rape" included in the most current version of the Uniform Crime Reporting (UCR) Summary Reporting System, which encompasses the categories of rape, sodomy, and sexual assault with an object; the current definition used therein is as follows, "Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim."

As noted above, Federal guidance has confirmed that, depending on the facts, dating violence, domestic/family violence, and stalking may also be forms of sexual harassment. While definitions of the preceding terms are included in the definition section of this Policy, the College will use the most current definition used by the State of Georgia governing on the date of the alleged incident.

C. Additional Definitions:

Coercion. Coercion is inappropriate pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When a person makes clear that they do not want sex, wants to stop, or that going past a certain point of sexual interaction is unwanted, continued pressure beyond that point can be coercive.

Consent. Consent is a clear, unambiguous, and voluntary agreement between participants to engage in specific sexual activity. Consent is active, not passive, and is given by clear actions or words. Consent may not be inferred from silence, passivity, or lack of active resistance alone. Instead, consent is affirmatively given. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated does not diminish one's responsibility to obtain consent. In some situations, an individual may be deemed incapable of consenting to sexual activity. Examples of such situations include, but are not limited to, incompetence, impairment from alcohol and/or other drugs, fear, unconsciousness, intimidation, coercion, confinement, isolation, or mental or physical impairment. In Georgia, minors under the age of 16 years of are generally unable to provide consent, with narrow exceptions. See Georgia Code Ann. Section 16-6-3, Statutory Rape. The College recognizes the following aspects regarding **consent**:

(a) consent is a voluntary agreement to engage in sexual activity, (b) someone who is incapacitated cannot consent; (c) past consent does not imply future consent, (d) silence or an absence of resistance does not imply consent, (e) consent to engage in one form of sexual activity does not imply consent to engage in other forms of sexual activity; (f) consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another; (g) consent can be withdrawn at any time, and (h) coercion, force, or threat of either invalidates consent.

Dating violence. Violence committed by a person: who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

Domestic violence. A felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Georgia, or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Georgia.

Gender identity: A person's deeply felt internal sense of being male or female, regardless of their sex assigned at birth.

Gender expression: The manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice or mannerisms.

Incapacitation. Incapacity can result from mental disability, sleep, involuntary physical restraint, or from intentional or unintentional taking of alcohol and/or other drugs. An incapacitated person does not have the ability to give knowing consent. Sexual activity with a person who one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated, constitutes a violation of this Policy. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of the use of alcohol and/or drugs on another's ability to give consent.

Responsible Employee: The College has Responsible Employees who are required to share reports of allegations of Prohibited Conduct with the Title IX Coordinator or a Title IX Deputy Coordinator. A “Responsible Employee” includes any employee who

- Has the authority to take action to redress the harassment
- Has the duty of report to appropriate school official sexual harassment or any other misconduct by students or employees
- An individual could reasonably believe has the authority or responsibility to take action. All College employees who do not have legally protected confidentiality are considered Responsible Employees.

A responsible employee, excluding confidential resources, must report to the Title IX Coordinator all relevant details about the alleged sexual harassment or sexual violence shared by the individual and that the College will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

Sexual abuse occurs when a person employs, uses, persuades, induces, entices, or coerces a minor who is not that person's spouse to engage in any act that involves: (a) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex; (b) Bestiality or masturbation; (c) Lewd exhibition of the genitals or pubic area of any person; (d) Flagellation or torture by or upon a person who is nude; (e) Condition of being fettered, bound, or otherwise physically restrained on the part of a person who is nude; (f) Physical contact in an act of apparent sexual stimulation or gratification with any person's clothed or unclothed genitals, pubic area, or buttocks or with a female's clothed or unclothed breasts; (g) Defecation or urination for the purpose of sexual stimulation; or (h) Penetration of the vagina or rectum by any object except when done as part of a recognized medical procedure.

Sexual Assault is a broad term and is used in Georgia to encompass any of the thirty-one (31) individual offenses listed in Title 16 (Crimes and Offenses) Chapter 6 (Sexual Offences) of the Georgia Code. The Federal Government defines sexual assault as an offense classified as a forcible or nonforcible sex offense under the FBI's UCR program.

Sexual Exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to the following:

- Invasion of sexual privacy
- Intrusive beyond what would be considered reasonable and appropriate into personal matters of another individual
- Prostituting another individual
- Non-consensual video or audio-recording of sexual activity or circulation of such video and video or audio recording
- Going beyond the boundaries of consent
- Observing unsuspecting individuals who are partly undressed, naked, or engaged in sexual acts
- Knowingly transmitting an STI or HIV to another individual
- Exposing one's breasts, buttocks, groin, or genitals, in non-consensual circumstances; inducing another to expose their breasts, buttocks, groin, or genitals
- Sexually based stalking and/or bullying may constitute a form of sexual exploitation, as well as a form of sexual harassment, as discussed above

Sexual Harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, or other verbal or nonverbal conduct of a sexual nature, including acts of sexual violence. Based on guidance from the Federal government, dating violence, domestic violence, and stalking may, depending on the facts, be forms of sexual harassment. Sexual harassment may take two forms: (1) quid pro quo, and (2) creating a hostile environment.

Harassing conduct can take many forms. The determination of whether an environment is hostile is based on the totality of the circumstances, including but not limited to: (1) the frequency of the conduct; (2) the nature and severity of the conduct; (3) whether the conduct was physically threatening; (4) the effect of the conduct on the Complainant's mental or emotional state, with consideration of whether the conduct unreasonably interfered with the Complainant's educational or work performance and/or College programs or activities; (5) whether the conduct was directed at more than one person; (6) whether the conduct arose in the context of other discriminatory conduct; and (7) whether the conduct implicates concerns related to academic freedom or protected speech.

A single isolated incident may create a hostile environment if the incident is sufficiently severe, particularly if the conduct is physical. A single incident of Sexual Assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression is typically not sufficient to constitute a hostile environment.

Stalking. Behavior where a person follows, places under surveillance, or contacts another person without the consent of that person for the purpose of harassing and intimidating him or her. The term "contact" means to make or attempt to make any communication, including, but not limited to, communication in person, by telephone, by mail, by broadcast, by computer or computer network, or by any other electronic device. "Harassing and intimidating" refers to a course of conduct or communications directed at a person that causes the person to suffer emotional distress that would cause a reasonable person to fear for personal safety or the safety of others, and which serves no legitimate purpose. It does not require that an overt threat of death or bodily injury be made.

Student. The term student means any person pursuing academic studies at the College; this includes: (a) a person not currently enrolled but who was enrolled in the fall, spring, or summer terms preceding the alleged violation; (b) a person who, while not currently enrolled, was previously enrolled at LaGrange College and who is reasonably anticipated to seek enrollment at a future date; (c) a person who has applied to or been accepted for admission to LaGrange College and has accepted an offer of admission or may reasonably be expected to enroll; or (d) a person enrolled in a LaGrange College program on a credit or non-credit basis.

III. CONFIDENTIALITY

The College encourages individuals who have experienced what they believe could constitute sexual harassment or sexual violence to speak with someone about what happened so that support can be offered, and the College can respond appropriately. Different individuals associated with the College have different abilities to maintain confidentiality in this area.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a "**privileged communication.**"
- Some employees are required to report all the details of an incident (including the identities of both the survivor and alleged perpetrator) to the Title IX Coordinator. A report to these employees (called "responsible employees") constitutes a report to the College and generally obligates the College to investigate the incident and take appropriate steps to address the situation.
- It is also possible to report to a third-party counselor or advocate off campus who may maintain confidentiality and only inform the school that an incident has occurred. As reporting requirements vary, it is important to discuss confidentiality with the third party prior to speaking with that individual.

This Policy is intended to make individuals aware of the various reporting and confidential disclosure options available to them so they can make informed choices about where to turn if an incident occurs. The College encourages individuals to talk to someone identified in one or more of these groups. The options include:

A. Privileged and Confidential Communications

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a Complainant's permission. Following is the contact information for these individuals:

1. **Pamela Tremblay**, Ed.S., LPC - Director of the Counseling Center (706-880-8313; ptremblay@lagrange.edu)
2. **Brandi Cameron**, Ed.S., LPCS – Counselor, Counseling Center (706-880-8177; bncameron@lagrange.edu)
3. **Rev. Adam Roberts** – Chaplain and Director of Spiritual Life (706-880-8004; aroberts@lagrange.edu)

While these professional and non-professional counselors and advocates may maintain a Complainant's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law. Such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; requirement to testify if subpoenaed in a criminal case.

If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, Campus Security, the President, or Dean of Students may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the Complainant.

B. Requesting Confidentiality from the College: How the College Will Weigh the Request and Respond.

If an individual discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all LaGrange College community members, including the reporting individual.

If the College honors the request for confidentiality, an individual must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the College may not be able to honor an individual's request in order to provide a safe, non-discriminatory environment for all LaGrange College community members.

The College has designated the following individual to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual harassment or sexual violence:

- **Dawn Coker**, Vice President for Human Resources & Title IX Coordinator (706-880-8267; dcoker@lagrange.edu)

When weighing an individual's request for confidentiality or that no investigation or discipline be pursued, The Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
 - Whether there have been other sexual harassment or sexual violence complaints about the same alleged perpetrator;
 - Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
 - Whether the alleged perpetrator threatened further sexual violence or other violence against the Complainant or others;
 - Whether the sexual harassment or sexual violence was committed by multiple perpetrators;
- Whether the sexual harassment or sexual violence was perpetrated with a weapon;
- Whether the Complainant is a minor;

- Whether the College possesses other means to obtain relevant evidence of the sexual harassment or sexual violence (e.g., security cameras or personnel, physical evidence);
- Whether the Complainant’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the Complainant’s request for confidentiality.

If the College determines that it cannot maintain a Complainant’s confidentiality, the College will inform the individual prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College’s response.

The College will remain ever mindful of the individual’s well-being and will take ongoing steps to protect the individual from retaliation or harm and work with the Complainant to create a safety plan. Retaliation against the reporting individual, whether by students or College employees, will not be tolerated. The College will also:

- Assist the individual in accessing other available Complainant advocacy, academic support, counseling, disability, health or mental health services;
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the individual of the right to report a crime to local law enforcement – and provide the Complainant with assistance if the Complainant wishes to do so.

Because the College is under a continuing obligation to address the issue of sexual harassment and sexual violence campus-wide, reports of sexual harassment and sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the College determines that it can respect an individual’s request for confidentiality, the College will also take immediate action as necessary to protect and assist the individual.

IV. TITLE IX COORDINATOR, DEPUTY COORDINATORS, & RESPONSIBLE EMPLOYEES

A. LaGrange College has designated the following Title IX Coordinator and Deputy Coordinators:

Dawn Coker: Title IX Coordinator, 706-880-8267, dcoker@lagrange.edu

Brian Carlisle: Title IX Deputy Coordinator; 706-880-8976, bcarlisl@lagrange.edu

Ryan Cook: Title IX Deputy Coordinator; 706-880-8112, rcook2@lagrange.edu

Karen Pruett: Title IX Deputy Coordinator; 706-880-8997, kpruett@lagrange.edu

Jennifer Claybrook: Title IX Compliance & Appeal Officer; 706-880-8262, jclaybrook@lagrange.edu

LaGrange College’s Title IX Coordinator oversees college compliance regarding all Title IX related matters, including the investigation of complaints. Responsibilities include, but are not limited to, the following:

- Ensuring Title IX compliance
- Overseeing Deputy Coordinators
- Assessing initial intake reports
- Understanding college policies and procedures
- Providing information about resources available to both the Complainant and Respondent
- Assigning appropriate investigators to individual cases

- Identifying the appropriate college Policy to resolve the complaint in a prompt and equitable manner
- Tracking and monitoring incidents of sex discrimination and sexual misconduct
- Providing information on options for complaint resolution
- Coordinating education and prevention efforts

LaGrange College’s Deputy Coordinators are trained to receive initial intake and, if designated by the Title IX Coordinator, investigate complaints. Deputy Coordinator responsibilities include the following:

- Supporting and assisting the Title IX Coordinator
- Understanding college policies and procedures
- Providing information about resources available to both the Complainant and Respondent
- Hearing and/or receiving initial intake (fact-gathering)
- Reporting intake reports to Title IX Coordinator for assessment
- Investigating complaints (if designated by the Titles IX Coordinator)

V. REPORTING

The College strongly encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual violence. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response.

The College also strongly encourages all individuals or third-party witnesses to report any incident to the College and to local law enforcement, although neither is required. These reporting options are not mutually exclusive. Both internal and criminal reports may be made simultaneously.

Making a report means telling a Responsible Employee what happened—in person, by telephone, in writing, or by email. At the time a report is made, a Complainant does not have to request any particular course of action, nor does a Complainant need to know how to label what happened. Choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time. The College provides support that can assist each individual in making these important decisions and will respect an individual’s autonomy in deciding how to proceed to the extent possible. In this process, the College will balance the individual’s interest with its obligation to provide a safe and non-discriminatory environment for all members of the College community.

The College will investigate and resolve all reports of Prohibited Conduct in a fair and impartial manner. The Parties will be treated with dignity and respect. In response to all reports of Prohibited Conduct, the College will make an immediate assessment of any risk of harm to the Parties, or the broader campus community and will take steps necessary to address those risks. These steps may include interim measures to provide for the safety of the individual and the campus community.

A. Emergency and External Reporting Options

Complainants have the right to notify or decline to notify law enforcement. The College strongly encourages all individuals to seek assistance from law enforcement immediately after an incident of Sexual Misconduct. The College will help any LaGrange College community member to get to a safe place and will arrange transportation to the hospital, coordination with law enforcement, and information about on- and off-campus resources and options for resolution.

The College has Campus Security (Securitas) on duty twenty-four (24) hours a day. You may report crimes or other emergencies by calling:

| | |
|-----------------------|--------------|
| Emergency Assistance: | 911 |
| LaGrange Police | 706-883-2603 |

Campus Security (Securitas): 706-880-8911

If you do not wish to make a report to the police, you are still encouraged to seek professional medical advice. Additional assistance is available through the following:

Confidential Report – LaGrange College Counseling Center 706-880-8013

Confidential Report – LaGrange College Chaplain & Director of Spiritual Life 706-880-8004

Harmony House (LaGrange, GA): 24/7 hotline 706-885-1525 / General 706-882-4173

Sexual Assault Support Center, Inc. (Columbus, GA): Crisis line 706-572-6010 / General 706-221-1033

West GA Rape Crisis Center (Carrollton, GA): Crisis line 770-834-7273 / General 770-834-8905

National Domestic Violence Hotline: 1-800-799-7233 (SAFE)

Domestic Abuse Helpline for Men & Women: 888-7HELPLINE (888-743-5754)

B. Campus Reporting Options

The College recommends that individuals report Prohibited Conduct to a Responsible Employee or any of the following offices or individuals:

Campus Security (Securitas)
Ext 8911, Turner Hall
security@lagrange.edu

Dawn Coker, Vice President for Human Resources, Title IX Coordinator
Ext 8267
dcoker@lagrange.edu

Brain Carlisle, Vice President and Dean of Students, Title IX Deputy Coordinator
Ext 8976
bcarlisl@lagrange.edu

Ryan Cook, Associate Dean of Campus Life, Title IX Deputy Coordinator
Ext 8112
rcook2@lagrange.edu

Karen Pruettt, Associate Dean of Student Development, Title IX Deputy Coordinator
Ext 8997
kpruettt@lagrange.edu

Jennifer Claybrook, Athletic Director, Title IX Compliance and Appeal Officer
Ext 8262
jclaybrook@lagrange.edu

The College reserves the right to grant amnesty from drug, alcohol, or other violations of the social code for parties reporting allegations under this Policy (i.e., if alcohol was involved in the incident, the reporting party would not then be charged with an alcohol infraction). Decisions regarding amnesty under the Policy will be made by the Dean of Students in conjunction with the Title IX Coordinator.

Complaints or allegations of student-to-student sexual discrimination, sexual harassment, or sexual violence will be handled by the Dean of Students. Students may also contact the U.S. Department of Education, Office for Civil Rights to

complain of sexual discrimination, sexual harassment, or sexual violence; see: <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

Cases of sexual violence may also be reported to the LaGrange Police Department; the College's Title IX Coordinator can assist individuals with contacting the Police Department. If an incident is criminal in nature, The College may be mandated to share certain information with law enforcement.

Complaints of sexual discrimination, sexual harassment, or sexual violence involving non-students will be handled by the Vice President for Human Resources.

C. Anonymous Reporting

Although the College encourages victims to talk to someone, the College provides an alternative option for anonymous reporting. Campus Conduct Hotline , 866-943-5787, is a confidential, independent call-in service that provides all college community members a simple and anonymous way to report any incident.

VI. INTERIM MEASURES & REMEDIES

Upon receipt of a report, the College will provide reasonable and appropriate interim measures designed to eliminate any existing hostile environment and protect all Parties involved. The College will make reasonable efforts to communicate with the Parties to ensure that all safety, emotional and physical well-being concerns are being addressed. Interim measures may be imposed regardless of whether formal disciplinary action is sought by the Complainant or the College, and regardless of whether a crime is reported to Campus Security or local law enforcement. Interim measures may include no- contact directives, changes in class or work schedules, changes in College-owned living arrangements, interim suspension, College-imposed leave, or any other measures that the College deems appropriate. Likewise, the College may work with a reporting student to provide additional academic support or even withdrawal from class (or classes) without penalty.

The College will maintain the privacy of any interim measures provided under this Policy to the extent practicable and will promptly address any violation of the interim measures. All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The College will take immediate and responsive action to enforce a previously implemented restriction if such restriction was violated.

VII. PREVENTION, AWARENESS PROGRAMS AND TRAINING

LaGrange College is committed to preventing sexual harassment. To that end, this Policy and these procedures will be printed in appropriate College publications. In addition, educational programs will be conducted annually by the College to (1) inform students, faculty, staff and administration about identifying sexual harassment and the problems it causes; (2) advise members of the College community about their rights and responsibilities under this Policy; (3) train personnel in the administration of this Policy. The Sexual Misconduct Policy and Procedures will be issued to all incoming students and personnel.

VIII. RESOLUTION OF GRIEVANCE

The Title IX Team (Coordinator and/or Deputies) will coordinate resolution of all allegations of Prohibited Conduct defined in the Sexual Misconduct Policy using the procedures in this section. Prohibited Conduct (e.g., discrimination, harassment, retaliation) based on protected status other than sex (e.g., race, color, age, disability, other classification protected by federal or state law) is prohibited by other College policies. In the event of such complaints, the College will identify, based upon the allegation, the appropriate office to coordinate resolution of the report.

The following process in its entirety will be observed in response to policy violations involving students. The process to address a violation of the Sexual Misconduct Policy involving faculty and staff will not follow the appeal hearing process.

A. Intake Meeting

Upon receipt of a report or notice of an incident, the Title IX Team will conduct an Intake Meeting with the Complainant as soon as possible. At that meeting, the Coordinator or Deputy Coordinator will address the following topics, as appropriate:

- Address immediate physical safety and emotional well-being needs
- Notify the Complainant of the right to contact law enforcement and seek medical treatment (and the right to decline to do so), and the importance of preservation of evidence
- Notify the Complainant of confidential and non-confidential reporting options on and off campus
- Provide the Complainant with information about:
 - On and off campus resources, including counseling, health, mental health, victim advocacy, and legal assistance
 - The range of interim measures and remedies, including changes to academic, living, transportation, and/or working situations, or other protective measures, which are available to the Complainant regardless of whether the Complainant files a formal complaint with the College, Campus Security or local law enforcement
- Provide an overview of the procedural options and process, including Informal Resolution and Formal Resolution
- Explain the right to object to the assignment of the Title IX Coordinator, Deputy Coordinator or Investigators based on bias or conflict of interest within 2 business days of a decision to proceed through the process
- Explain that the Complainant has a right to an advisor of their choice during the process
- Explain the College's policy on prohibiting retaliation

Following the Intake Meeting, the Coordinator or Deputy Coordinator will provide the Complainant with the above-listed information in writing. If the initial Intake Meeting is conducted by a Deputy Coordinator, the meeting report will be submitted to the Coordinator for consideration. As described in the Sexual Misconduct Policy, the Complainant has the right to request that the Title IX office not share the Complainant's name (or other identifiable information) with the Respondent, or that the Title IX office take no formal action in response to the report. If the Complainant makes such a request, the Coordinator will balance the request with the dual obligation to provide a safe and nondiscriminatory environment for all College community members, and to remain true to principles of fundamental fairness that require the College to provide the Respondent with notice of the allegations and an opportunity to respond before action is taken against the Respondent.

The Coordinator will make this determination consistent with the following considerations, namely:

- The seriousness of the conduct;
- The respective ages and roles of the Complainant and the Respondent;
- whether there have been other complaints or reports of Prohibited Conduct against the Respondent
- The right of the Respondent to receive notice and relevant information before disciplinary action is sought. Should the Coordinator determine that, in response to the Complainant's request, the College can satisfy its obligations to the Complainant, the College community members, and the Respondent without proceeding through the Process described herein, the Coordinator has the discretion to do so.

Absent a request for confidentiality as described above, the Coordinator or Deputy Coordinator will ask the Complainant questions to get a basic understanding of the reported Prohibited Conduct. The interview will include, but is not limited to, questions to understand the key facts upon which the Complainant bases the report (i.e., the who, what, where, and when) to appropriately assess how to proceed. At the conclusion of the Intake Meeting, and if the individual wishes to move forward with a complaint, the Coordinator and Deputies will decide:

- Does the Complainant's report state facts that, if true, could constitute a violation of the College's Sexual Misconduct Policy?

- If yes, an initial investigation will be conducted to determine if the College should proceed through Formal or Informal Resolution

The Title IX Coordinator or Deputy will select a trained internal or external investigator or a two-person investigative team to conduct a reasonable, impartial, and prompt investigation of the complaint (“Investigation”). The Coordinator will select an Investigator based on several factors, including the Parties involved, the complexity of the complaint, the need to avoid any potential conflict of interest, and who may best conduct a fair and equitable investigation for all Parties involved. The Coordinator will notify the Complainant, in writing, of the name of the designated Investigator(s). The Complainant will have 2 business days to object to the Investigator’s selection on the basis of bias or conflict of interest. If the Complainant objects, the Coordinator will evaluate whether the objection is substantiated. The Coordinator will remove and replace any Investigator the Coordinator finds to have a bias or conflict of interest against either party.

The Complainant and the Respondent are each permitted to select an Advisor to accompany his/her during any investigative meeting, pre-hearing conference and/or at any time following the filing of a complaint. The Advisor may be a mentor, family member, friend, attorney or any other supporter so long as they are not in any way involved in the resolution process, such as serving as a witness. Their role is to support the Complainant or the Respondent and as such are not permitted to speak in investigative meetings or hearings, question witnesses, or disrupt any proceedings. The College cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other does not, or cannot afford an attorney, the College is not obligated to provide one.

B. Initial Fact-Gathering:

The Investigator will interview both Parties and relevant witnesses and gather documentary evidence provided by the Parties and any identified witnesses. The Investigator will prepare a summary of each interview (“Interview Summary”).

Using the findings from this preliminary investigation, the Title IX Coordinator, and Deputy Coordinators will determine and notify the Complainant in writing as to whether the College should proceed through Formal or Informal Resolution using the following guidelines:

1. Any complaint that alleges sexual misconduct, including sexual assault and nonconsensual sexual contact, or other forms of physical violence must proceed through the formal investigation process. (Under the present state of law, cases involving violence may go through the informal process so long as both of the Parties agree.)
2. Some complaints that allege harassment (without facts suggesting violence) may be appropriate for informal resolution. If the Coordinator determines that the complaint may appropriately be resolved through Informal Resolution, the Coordinator will ask the Complainant and Respondent, separately, whether they would agree to pursue resolution of the complaint informally. Any resolution reached through an informal process will be confirmed in writing and provided to the parties as soon as possible after reaching a resolution. If either party does not agree to pursue Informal Resolution, or if the Complainant, Respondent, or Coordinator, at any time, determines that Informal Resolution is no longer appropriate, the Coordinator will promptly inform the Complainant and Respondent in writing that the complaint will proceed through Formal Resolution.

C. Informal Resolution

If the Coordinator determines that it is appropriate, the Parties may choose to resolve complaints through Informal Resolution. Informal Resolution must be mutually agreed upon by both parties in cases of allegations of assault or violence. The Informal Resolution process may recommend the following types of outcomes, where appropriate: facilitating an agreement between the parties, separating the parties, referring the parties to counseling programs, conducting targeted educational and training programs, and mediation.

If the parties involved in the Informal Resolution process fail to reach a mutually agreeable outcome for the alleged conduct, the allegation will be resolved via the formal investigation process. In that event, the Title IX Coordinator will so notify the Parties in writing and will describe next steps and timeframes for the Formal Resolution.

Agreements reached via the informal resolution process shall be final following three (3) business days and cannot be appealed absent the discovery of new and material information or other similar circumstances, in which case a new investigation may be initiated.

Any Party (including the Title IX Coordinator) may terminate the Informal Resolution process at any time.

D. Formal Resolution

If the Coordinator determines that the Complainant's report must proceed through Formal Resolution, the Coordinator will make every attempt to notify both Parties, in writing, of the decision as soon as possible following the initial investigation. The Coordinator's written notification to the Respondent will state facts sufficient to apprise the Respondent of the nature of the allegations, including, specifically:

- Complainant's name
- Nature of the report
 - Specific policy violation(s) alleged (e.g., sexual assault, sexual harassment, retaliation)
 - Date(s) of alleged policy violation(s)
 - Location(s) of alleged policy violation(s)
 - Brief description of allegation(s)

The notice of the complaint shall be accompanied with a request for a meeting with the Coordinator or Deputy Coordinator within 3 business days. If the Respondent does not respond to the meeting request or is unable to meet within 3 business days, the Coordinator shall provide the following information in writing:

- On and off campus resources, including counseling, health, mental health, victim advocacy and legal assistance
- The range of interim measures and remedies, including changes to academic, living, transportation, and/or working situations, or other protective measures.
- An overview of the procedural options and process, including Informal Resolution and Formal Resolution
- Explain that the student has a right to an advisor of their choice during the process
- The College's stance on alcohol and drug amnesty
- The College's policy prohibiting retaliation

The Investigator will continue the investigation once the 3 business days has expired, or sooner if both Parties respond. The Investigator, in consultation with the Coordinator, will establish an expected, reasonable timeframe for the Formal Investigation process and notify the Parties of any delays.

1. Formal Investigation

The Investigator will review the documentation from the preliminary investigation and will prepare a Preliminary Report. The Preliminary Report is a written summary of the evidence gathered in the course of the Preliminary Investigation. The Investigator will state specific factual findings in the Preliminary Report (e.g., "Complainant was incapacitated" or "Respondent believed that Complainant was not incapacitated"). The standard for determining each factual finding is the "preponderance of the evidence," (i.e., that it is more likely than not that the factual finding is true). The Investigator will not state ultimate findings as to whether the Respondent has, or has not, violated one or more of the College's policies. The Investigator will attach as exhibits to the Preliminary Report all Interview Summaries and any documentary evidence gathered and relied upon in the Preliminary Investigation. When the Investigator determines that the Preliminary Investigation is complete, the Investigator will submit the Preliminary Report to the Coordinator. The Coordinator may require the Investigator to conduct additional investigation; if so, the Investigator will conduct additional investigation consistent with the following procedures:

- The Investigator may conduct follow-up interviews with both Parties and witnesses based upon testimonial and documentary evidence gathered during the Preliminary Investigation. The Parties and witnesses can expect that, in these follow-up interviews, the Investigator will seek responses to specific allegations or evidence. To the extent additional material, witnesses or evidence are identified during Rebuttal Fact-Gathering, the Investigator

will conduct additional interviews and gather additional evidence. Rebuttal Fact-Gathering may be repeated as necessary to ensure a complete gathering of evidence.

2. Notice of Findings and Response

Once the Coordinator has agreed that the Investigation is complete, the Coordinator will provide the Preliminary Report to the Parties for review, as soon as possible after receipt of the Preliminary Report from the Investigator. Neither the Complainant nor the Respondent (or their Advisors, including but not limited to family members and/or legal counsel) may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove the information provided.

The Parties may respond to the Preliminary Report; the Parties will submit any response within 3 business day of being notified of their opportunity to review the report. The Parties may respond in one or both of the following ways:

- The Parties may provide a written response to the Preliminary Report, or any portion of it, including each Interview Summary. The Investigator will consider any written response provided by the Parties in preparing the Final Report.
- The Parties may submit a written request for additional investigation. Such requests may include, but are not limited to, the following:
 - i. Request(s) for follow-up interview(s) with existing witnesses to clarify or provide additional information, including offering questions to the investigator to pose to witnesses
 - ii. Request(s) to consider new evidence. Any request for additional investigation shall explain the reason for the request (e.g., new witnesses).

If neither of the Parties requests additional investigation, the Investigator will prepare the Final Report. If either (or both) Parties request additional investigation, the Investigator will review the request(s) in consultation with the Coordinator. The Investigator will conduct the requested additional investigation if the Coordinator determines that the request(s) will assist the Investigator in completing the investigation.

If the Investigator conducts additional investigation, the Investigator will prepare an Addendum to the Preliminary Report (“Addendum”). The Investigator will submit the Addendum to the Coordinator. The Coordinator may require the Investigator to conduct additional investigation before the Addendum is complete. Once the Coordinator has agreed that the Addendum is complete, the Coordinator will provide the Addendum to the Parties.

3. Final Report

Once the investigation is complete, the Investigator will prepare a Final Report. The Final Report, if different from the Preliminary Report, will have attached as exhibits the testimonial and documentary evidence from the Preliminary Investigation, the Preliminary Report, the Addendum (if applicable), and all of the Parties’ responses throughout the Formal Resolution proceeding. Once the Investigator is satisfied that the Final Report is complete, the Investigator will submit the Final Report to the Coordinator. Based on the Final Report, the Title IX Coordinator will make the initial determination of responsible or not responsible and recommend appropriate actions and sanctions.

4. Initial Determination and Sanctions

Based on the Final Report, the Title IX Coordinator will make the initial determination and recommend appropriate sanctions. If the Parties agree, there is no need for a hearing.

Possible sanctions which may be assigned after a finding of Responsibility are those articulated in the Social Code of the LaGrange College Student Handbook. This list is not exhaustive and may be modified to meet the particular circumstances of any given case:

1. Expulsion - Permanent severance of the student's relationship with the College. This severance includes being barred from campus.
2. Disciplinary Suspension - Temporary severance of the student's relationship with the College for a specified period of time.
3. Limited Suspension - A student may be denied certain privileges for a specified period of time. These privileges may include, but are not limited to, class attendance, housing, parking on campus, participation in extracurricular activities, ID card privileges, access to institutional facilities, and access to the campus.
4. Disciplinary Probation - Notice to the student that any further, major disciplinary violation may result in suspension. Disciplinary probation might also include one or both of the following: the setting of restrictions or the issuing of a reprimand.
5. Reprimand (either oral or written.)
6. Counseling - The committee may request that a student meet a specified number of counseling sessions with the campus counselor for issues including, but not limited to, anger management, substance abuse, and extenuating personal circumstances.
7. Community Service - A specified number of hours of work to be performed by the student. The work will be determined and supervised by the Vice President and Dean of Students or a designee.

IX. HEARING AND APPEALS

A. Hearing (Hearing Panel)

If the Parties do not agree to the Initial Determination and Sanctions, the Coordinator will set the date and time of the hearing, appoint a hearing panel consisting of four (4) trained hearing panelists and notify the Parties of the hearing date and option to call witnesses to the proceeding. Three (3) panelists will serve on the panel and will ultimately make the determination by majority opinion as to whether or not, by the preponderance of the evidence the Respondent is responsible for the alleged Sexual Misconduct Policy violation. The fourth panelist will serve as the panel chair and is responsible for maintaining order during the hearing panel proceeding.

The hearing will not be conducted as a court proceeding. The Parties have the right to present testimony, present witnesses, and cross-examine witnesses and the other Party. However, the Parties may not cross-examine each other; all questions will be directed through the Chair of the hearing panel. It will also be an opportunity for the Panel to question the Parties and witnesses presented to determine whether the alleged policy violation occurred and impose the appropriate sanction(s).

If the Respondent is found responsible for a violation of the College's Sexual Misconduct Policy, the Respondent may **appeal** the decision by submitting a written appeal statement within 3 business days of the date the hearing report is sent to the parties. If the Respondent does not choose to appeal, the Formal Resolution process concludes with Sanctions. Both Parties may appeal the Sanctions determined. If the Respondent is found not to have violated the College's Sexual Misconduct Policy, the Complainant may appeal the decision. If the Complainant does not choose to appeal, then the Formal Resolution has concluded.

B. Appeal (Appeal Officer)

If the Respondent or the Complainant chooses to appeal either the Sanctions or the hearing panel's decision, they may do so by submitting a written appeal statement to the Title IX Coordinator within 2 business days of the date the hearing report is sent to the parties. The Title IX Compliance Officer serves as the Appeal Officer. The three grounds for appeal are:

- To present new information not reasonably available at the time of the hearing that is material to the hearing panel's decision;
- To allege a procedural error(s) that materially impacted the hearing panel's decision; or
- To allege that the sanction was inconsistent with previous cases.

The appeal statement must identify the ground(s) for appeal. Note that an appeal is not a re-hearing of the case.

If the Appeal Officer determines that a ground of appeal is substantiated, the Appeal Officer will return the case to the Coordinator. When a case is returned to the Coordinator, the Coordinator may decide to drop the case (e.g., based on insufficient information to believe that a policy violation may have occurred), send the case to the original hearing panel for reconsideration, send the case to a new hearing panel with the same or different charges, and/or (re)implement any aspect of the disciplinary process. A different decision (i.e., the decision of responsibility and/or sanctions) may subsequently result. If the appeal officer finds the appeal is not substantiated, the decision of the hearing panel stands.

Sex Offender Notification and Information (Megan's Law)

The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act has been amended by the Campus Sex Crimes Prevention Act of 2000 to require sex offenders who are enrolled in or work at institutions of higher education to register with the state's sex offender registration program. The state in turn is obligated to notify the school's campus security unit as soon as possible. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

Below are links to websites that list registered sex offenders:

- <http://gbi.georgia.gov/georgia-sex-offender-registry> (*This website is operated by the Georgia Bureau of Investigation and allows you to search by offender name, city, county or zip code in Georgia.*)
- <http://www.nsopw.gov/> (*This website is operated by the United States Department of Justice and allows you to search by offender name, city, county or zip code of participating states.*)

Campus Crime and Arrest Statistics

The information below provides context for the crime statistics reported as part of compliance with the Clery Act.

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law. LaGrange College submits the annual crime statistics published in this report to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from campus security, Student Engagement, and other Campus Security Authorities. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

On-campus Crime Statistics

The following statistics, provided in compliance with the Crime Awareness and Campus Security Act of 1990, are for your information. If you have any questions, contact Student Engagement at 706-880-8976.

Criminal Offenses – On campus

| Reported Crimes | 2015 | 2016 | 2017 | 2018 |
|---|-------------|-------------|-------------|-------------|
| a. Murder/Non-negligent manslaughter | 0 | 0 | 0 | 0 |
| b. Negligent manslaughter | 0 | 0 | 0 | 0 |
| c. Sex offenses – Forcible | -- | -- | -- | -- |
| d. Rape | 0 | 0 | 1 | 0 |
| e. Fondling | 1 | 1 | 1 | 2 |
| f. Sex offenses - Non-forcible | -- | -- | -- | -- |
| g. Incest | 0 | 0 | 0 | 0 |
| h. Statutory rape | 0 | 0 | 0 | 0 |
| i. Robbery | 0 | 0 | 1 | 0 |
| j. Aggravated assault | 1 | 1 | 1 | 0 |
| k. Burglary | 10 | 9 | 7 | 3 |
| l. Motor vehicle theft (not including theft from a motor vehicle) | 0 | 2 | 0 | 0 |
| m. Arson | 0 | 0 | 0 | 0 |

Criminal Offenses – On campus Student Housing Facilities

| Reported Crimes | 2015 | 2016 | 2017 | 2018 |
|---|------|------|------|------|
| a. Murder/Non-negligent manslaughter | 0 | 0 | 0 | 0 |
| b. Negligent manslaughter | 0 | 0 | 0 | 0 |
| c. Sex offenses – Forcible | -- | -- | -- | -- |
| d. Rape | 0 | 0 | 1 | 0 |
| e. Fondling | 1 | 1 | 1 | 2 |
| f. Sex offenses - Non-forcible | -- | -- | -- | -- |
| g. Incest | 0 | 0 | 0 | 0 |
| h. Statutory rape | 0 | 0 | 0 | 0 |
| i. Robbery | 0 | 0 | 1 | 0 |
| j. Aggravated assault | 1 | 1 | 1 | 0 |
| k. Burglary | 10 | 9 | 7 | 0 |
| l. Motor vehicle theft (not including theft from a motor vehicle) | 0 | 2 | 0 | 0 |
| m. Arson | 0 | 0 | 0 | 0 |

Criminal Offenses – Non campus

| Reported Crimes | 2015 | 2016 | 2017 | 2018 |
|--------------------------------------|------|------|------|------|
| a. Murder/Non-negligent manslaughter | 0 | 0 | 0 | 0 |
| b. Negligent manslaughter | 0 | 0 | 0 | 0 |
| c. Sex offenses – Forcible | -- | -- | -- | -- |
| d. Rape | 0 | 0 | 0 | 0 |
| e. Fondling | 0 | 0 | 0 | 0 |
| f. Sex offenses - Non-forcible | -- | -- | -- | -- |
| g. Incest | 0 | 0 | 0 | 0 |
| h. Statutory rape | 0 | 0 | 0 | 0 |
| i. Robbery | 0 | 0 | 0 | 0 |

| | | | | |
|------------------------|---|---|---|---|
| j. Aggravated assault | 0 | 0 | 0 | 0 |
| k. Burglary | 1 | 0 | 0 | 0 |
| l. Motor vehicle theft | 0 | 0 | 0 | 0 |
| m. Arson | 0 | 0 | 0 | 0 |

Criminal Offenses - Public Property

| Reported Crimes | 2015 | 2016 | 2017 | 2018 |
|--------------------------------------|-------------|-------------|-------------|-------------|
| a. Murder/Non-negligent manslaughter | 0 | 0 | 0 | 0 |
| b. Negligent manslaughter | 0 | 0 | 0 | 0 |
| c. Sex offenses – Forcible | -- | -- | -- | -- |
| d. Rape | 0 | 0 | 0 | 0 |
| e. Fondling | 0 | 0 | 0 | 0 |
| f. Sex offenses - Non-forcible | -- | -- | -- | -- |
| g. Incest | 0 | 0 | 0 | 0 |
| h. Statutory rape | 0 | 0 | 0 | 0 |
| i. Robbery | 0 | 0 | 0 | 0 |
| j. Aggravated assault | 0 | 0 | 0 | 0 |
| k. Burglary | 0 | 0 | 0 | 0 |
| l. Motor vehicle theft | 0 | 0 | 0 | 0 |
| m. Arson | 0 | 0 | 0 | 0 |

Unfounded Crimes

| Crimes | 2015 | 2016 | 2017 | 2018 |
|-----------------|-------------|-------------|-------------|-------------|
| Total Unfounded | 1 | 0 | 0 | 0 |

Hate Crimes

There have been no reported hate crimes for any of the aforementioned locations for the years 2011 - 2018.

Arrests

| Arrests: On Campus | | | | |
|--|-------------|-------------|-------------|-------------|
| Crime | 2015 | 2016 | 2017 | 2018 |
| a. Weapons: carrying, possessing, etc. | 0 | 0 | 0 | 0 |
| b. Drug abuse violations | 0 | 3 | 1 | 1 |
| c. Liquor law violations | 0 | 0 | 1 | 1 |

| Arrests: On Campus, Residential Housing Facilities | | | | |
|---|-------------|-------------|-------------|-------------|
| Crime | 2015 | 2016 | 2017 | 2018 |
| a. Weapons: carrying, possessing, etc. | 0 | 0 | 0 | 0 |
| b. Drug abuse violations | 0 | 0 | 1 | 0 |
| c. Liquor law violations | 0 | 0 | 0 | 0 |

| Arrests: Non Campus | | | | |
|--|-------------|-------------|-------------|-------------|
| Crime | 2015 | 2016 | 2017 | 2018 |
| a. Weapons: carrying, possessing, etc. | 0 | 0 | 0 | 0 |
| b. Drug abuse violations | 0 | 0 | 0 | 0 |
| c. Liquor law violations | 0 | 0 | 0 | 0 |

| Arrests: Public Property | | | | |
|--|-------------|-------------|-------------|-------------|
| Crime | 2015 | 2016 | 2017 | 2018 |
| a. Weapons: carrying, possessing, etc. | 0 | 0 | 0 | 0 |
| b. Drug abuse violations | 1 | 0 | 0 | 0 |
| c. Liquor law violations | 0 | 0 | 0 | 0 |

Disciplinary Actions

| Disciplinary Actions: On Campus | | | | |
|---|-------------|-------------|-------------|-------------|
| Crime – Number of persons referred for disciplinary action | 2015 | 2016 | 2017 | 2018 |
| a. Weapons: carrying, possessing, etc. | 2 | 0 | 0 | 2 |
| b. Drug abuse violations | 8 | 11 | 7 | 8 |
| c. Liquor law violations | 51 | 113 | 75 | 37 |

| Disciplinary Actions: On Campus, Residential Housing Facilities | | | | |
|--|-------------|-------------|-------------|-------------|
| Crime – Number of persons referred for disciplinary action | 2015 | 2016 | 2017 | 2018 |
| a. Weapons: carrying, possessing, etc. | 2 | 0 | 0 | 2 |
| b. Drug abuse violations | 8 | 2 | 6 | 8 |
| c. Liquor law violations | 51 | 110 | 74 | 37 |

| Disciplinary Actions: Non Campus | | | | |
|---|-------------|-------------|-------------|-------------|
| Crime – Number of persons referred for disciplinary action | 2015 | 2016 | 2017 | 2018 |
| a. Weapons: carrying, possessing, etc. | 0 | 0 | 0 | 0 |
| b. Drug abuse violations | 0 | 0 | 0 | 0 |
| c. Liquor law violations | 0 | 0 | 0 | 0 |

| Disciplinary Actions: Public Property | | | | |
|---|-------------|-------------|-------------|-------------|
| Crime – Number of persons referred for disciplinary action | 2015 | 2016 | 2017 | 2018 |
| a. Weapons: carrying, possessing, etc. | 0 | 0 | 0 | 0 |
| b. Drug abuse violations | 0 | 0 | 0 | 0 |
| c. Liquor law violations | 0 | 1 | 0 | 0 |

Fires

| Fires: On Campus, Residential Student Housing Facilities | | | | | |
|---|-----------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Name of Facility | Address | Number of Fires 2015 | Number of Fires 2016 | Number of Fires 2017 | Number of Fires 2018 |
| a. Boatwright Hall | 601 Broad St. | 0 | 0 | 0 | 0 |
| b. Hawkes Building | 601 Broad St. | 0 | 0 | 0 | 0 |
| c. Henry Hall | 601 Broad St. | 0 | 0 | 0 | 0 |
| d. Pitts Hall | 601 Broad St. | 0 | 1 | 0 | 0 |
| e. Turner Hall | 601 Broad St. | 0 | 0 | 0 | 0 |
| f. Hawkins Apartments | 601 Broad St. | 0 | 0 | 0 | 0 |
| g. Candler Apartments | 601 Broad St. | 0 | 0 | 0 | 0 |
| h. Servant Scholars Apartments | 301 Broad St. | 0 | 0 | 0 | 0 |
| i. Kappa Delta Sorority House | 905 Broad St. | 0 | 0 | 0 | 0 |
| j. Phi Mu Sorority House | 903 Broad St. | 0 | 0 | 0 | 0 |
| k. Alpha Omicron Pi Sorority House | 1001 Broad St. | 0 | 0 | 0 | 0 |
| m. Delta Tau Delta Fraternity House | 428 Panther Way | - | 0 | 0 | 0 |
| n. Pi Kappa Phi Fraternity | 432 Panther Way | - | 0 | 0 | 0 |
| o. Alpha Delta Gamma Fraternity | 436 Panther Way | - | 0 | 0 | 0 |

Violence (VAWA)

| On Campus Incidents | | | | |
|----------------------------|-------------|-------------|-------------|-------------|
| Crime | 2015 | 2016 | 2017 | 2018 |
| a. Domestic Violence | 0 | 0 | 0 | 0 |
| b. Dating Violence | 1 | 0 | 0 | 0 |
| c. Stalking | 0 | 0 | 1 | 1 |

| On Campus Student Housing Facilities Incidents | | | | |
|---|-------------|-------------|-------------|-------------|
| Crime | 2015 | 2016 | 2017 | 2018 |
| a. Domestic Violence | 0 | 0 | 0 | 0 |
| b. Dating Violence | 1 | 0 | 0 | 0 |
| c. Stalking | 0 | 0 | 0 | 0 |

| Non campus Incidents | | | | |
|-----------------------------|-------------|-------------|-------------|-------------|
| Crime | 2015 | 2016 | 2017 | 2018 |
| a. Domestic Violence | 0 | 0 | 0 | 0 |
| b. Dating Violence | 0 | 0 | 0 | 0 |
| c. Stalking | 0 | 0 | 1 | 0 |

| Public Property Incidents | | | | |
|----------------------------------|-------------|-------------|-------------|-------------|
| Crime | 2015 | 2016 | 2017 | 2018 |
| a. Domestic Violence | 0 | 0 | 0 | 0 |
| b. Dating Violence | 0 | 0 | 0 | 0 |
| c. Stalking | 0 | 0 | 0 | 0 |

LaGrange College Clery Act Definitions-2018

Crime Definitions for Reportable Crimes

Murder/ Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: the killing of another person through gross negligence.

Sexual Assault

i. An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”

A. **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

B. **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

C. **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

D. **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent. In Georgia, minors under the age of 16 years of are generally unable to provide consent, with narrow exceptions. See Georgia Code Ann. Section 16-6-3, Statutory Rape.

Robbery: taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft: the theft or attempted theft of a motor vehicle. There are three classes of motor vehicles: (1) autos, (2) trucks and buses, (3) and other vehicles.

Larceny Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Arson: Any willful or malicious burning or attempt to burn with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another ,etc.

Vandalism: To willfully or maliciously destroy, injure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in the preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or the importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Weapon Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or deadly weapons.

Clery Act Definitions: Violence Against Women Act (VAWA)

Domestic violence:

(1) A felony or misdemeanor crime of violence committed –

- a. By a current or former spouse or intimate partner of the victim;
- b. By a person with whom the victim shares a child in common;
- c. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- e. By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

(2) For the purpose of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Dating violence:

- (1) Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- (2) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- (3) For the purpose of this definition –
 - a. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse.
 - b. Dating violence does not include acts covered under the definition of domestic violence.
 - c. For the purpose of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking:

- (1) Means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.
- (2) For the purpose of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Clery Act Definitions: Hate Crime Definitions for Reportable Crimes

Hate Crime: A criminal offense committed against a person, property, or society which is motivated, in whole or part, by the offender's bias against a race, religion, disability, sexual orientation, ethnicity, national origin, gender, or gender identity; also known as a bias crime.

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black's Law Dictionary, 6th ed. as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")

- a. **Pocket-picking:** The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.
- b. **Purse-snatching:** The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.
- c. **Shoplifting:** The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.
- d. **Theft From Building:** A theft from within a building which is either open to the general public or where the offender has legal access.
- e. **Theft From Coin Operated Machine or Device:** A theft from a machine or device which is operated or activated by the use of coins.
- f. **Theft From Motor Vehicle (Except "Theft of Motor Vehicle Parts or Accessories"):** The theft of articles from a motor vehicle, whether locked or unlocked.
- g. **Theft of Motor Vehicle Parts or Accessories:** The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.
- h. **All Other Larceny:** All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

Source: *Uniform Crime Reporting Handbook, 2004; U.S. Department of Justice*

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property (Except “Arson”): To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Source: *Hate Crime Data Collection Guidelines, October 1999; U.S. Department of Justice*

Clery Act Definitions: Fire Safety Definitions

Cause of fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill: A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire. The term person may include students, faculty, staff, visitors, firefighters or other individuals.

Fire-related death: Any instance in which a person: (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of the fire.

Fire safety system: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This system includes sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of fire.

Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul: however, it does not include indirect loss, such as business interruption.

Fire log: (1) An institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time and general location of each fire. (2) An institution must make an entry or an addition to an entry to the log within two business days of the receipt of the information. (3) An institution must make the fire log for the most recent 60 day period open to the public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection. (4) An institution must make an annual report to the campus community on the fires recorded in the fire log.

2018 LaGrange College Annual Fire Safety Report

Student Housing Facility Fire Safety Systems

Fire alarms systems are monitored 24 hours/day, seven days/week by the LaGrange College security. A majority of college buildings are equipped with automatic fire detection and alarm systems that are constantly monitored by security staff.

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire. A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are closed for them to work. Additionally, if a door has a device that automatically closes the door, it should not be propped open. Do not obstruct sprinkler heads with materials like clothing hanging from the piping. Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of college policy.

Reporting a Fire

Persons reporting a fire are encouraged to call campus security at 706-880-8911; if you notice a large fire, immediately call 911. If there is a fire in your area and the alarm has not sounded, you should immediately activate a local fire alarm pull station.

Fire Safety Improvements and Upgrades

LaGrange College Security, Physical Plant, the Office of Residential Education and Housing, and the Dean of Students annually review the fire systems in our residence halls and will make upgrades, repairs or revisions when problems are identified.

Health and Safety Checks

LaGrange College believes that residence halls should be a clean and safe environment in which to live. In an effort to minimize chances of health problems, fire and/or bodily injury, health and safety checks will be conducted by housing staff to focus on potentially hazardous situations within the residence halls.

Fire Safety Training

All Residence Assistants receive fire safety related training at the start of each school year. Physical Plant employees receive fire safety training as part of their on-going OSHA training. Other employees receive fire safety training through Human Resources.

Fire Safety Education

All residence halls are equipped with fire detection and firefighting equipment. All residents should familiarize themselves with the emergency escape plan for their residence hall. Throughout the year, fire alarm systems will be tested to ensure they are in working order. When an alarm sounds all occupants must vacate the facility for their own safety and so fire fighters may work undisturbed. In the event of an actual fire, the local fire department and/or LaGrange College security personnel will notify residents when it is safe to re-enter a building.

Students should treat all alarms as actual emergencies and respond accordingly. Students should never reenter a building until the area has been properly cleared and declared safe by Fire Department or security personnel.

Evacuation of Student Housing Facilities in the Event of Fire

To promote safety of residents, there are periodic drills in all residence halls, and all students are required to participate. Instructions are posted throughout the buildings. Please read carefully the following instructions:

Fire alarm: When the alarm sounds:

- Dress appropriately for outside weather conditions, wear hard-soled shoes, and take a towel to prevent smoke inhalation.
- Close all windows. Close all doors and leave door unlocked so it can be checked.
- Leave the building by the closest exit. Do not use the elevator.
- Students will not be allowed to re-enter building until the drill ceases.
- Remain calm and orderly at assembly areas until the “all clear” is given by the Fire Department or Securitas.
- ONCE YOU ARE OUTSIDE THE BUILDING, CALL SECURITAS AT (706)880-8911 to ensure that they have been notified about the fire alarm.

Fire Alarm Assembly Areas

| | |
|----------------------------|---|
| Residence Halls | Pre-Designated Assembly Area (Outside) for Fire Alarms |
| Boatwright Hall | Center of the Residential Quad |
| Candler Hall | Center of the Residential Quad |
| Greek Life Housing | Grass area at least 100 ft away from building |
| Hawkes Hall | The Academic Quad |
| Hawkins Hall | Center of the Residential Quad |
| Henry Hall | Center of the Residential Quad |
| Pitts Hall | Grass area in the back of Pitts Hall & beside the Frank & Laura Lewis Library |
| Servant Scholar Apartments | Grass area at least 100 ft away from building |
| Turner Hall | Center of Residential Quad |

Fire Safety: Items Prohibited in Residence Halls & Residential Fire Safety

Open flames including burning charcoal, burning candles, burning incense sticks, oil lamps, or burning devices are not permitted in College housing. Candles with unburnt wicks are permitted as decorative items and/or with candle warmers; candle warmers must be turned off when residents are not in their room and placed in a safe location to prevent a concern for fire safety.

Residence halls have definite limits on the capacities of their electrical systems. Overloading the systems can present fire and safety hazards. No appliance may be possessed or used in the residence halls that use over 500 watts. Examples of approved appliances are electric fans, radios, computers, stereos, study lamps, shavers, curling irons, clocks, TVs, and single cup brew systems (Keurig and Keurig-style). Students may have one small refrigerator per room, no bigger than 5 cubic feet inside capacity. Hair dryers can be used; however, no other appliance should be using the same outlet during usage. Unapproved appliances include sunlamps, coffee makers, space heaters, hot plates, grills, electric fry pans, woks, crock pots, musical instrument amplifying equipment, toasters, ovens, microwaves, and air conditioners.

All appliances with an exposed heating element, regardless of wattage, are prohibited. Microwaves are permitted only in the lounge area of the residence halls. A microwave is provided in a designated place in each residence hall. Students found having a microwave will be asked to remove them from their rooms.

Electric outlets should be maintained at a one to one ratio in relation to the number of electric units plugged into the outlet at any time. Students are required to use heavy-duty extension cords, or adapters approved by Underwriters Laboratories. Extension cords can be used for just one appliance at a time. Students must maintain a one plug per one receptacle ratio at all times. Please consult your Area Manager if you have questions about the use of any other appliance or equipment.

2018 LaGrange College On-campus Student Housing Facility Fire Safety

| Facility | Fire Alarm Monitoring Done On-Site (by Security) | Full Sprinkler System | Smoke Detection | Fire Extinguisher Devices | Evacuation Plans & Placards | Number of Evacuation (Fire) Drills Each Calendar Year |
|-------------------------|--|-----------------------|-----------------|---------------------------|-----------------------------|---|
| Boatwright Hall | X | X | X | X | X | 2 |
| Broad Street Apartments | X | X | X | X | X | 2 |
| Candler Hall | X | X | X | X | X | 2 |
| Fraternity Houses | X | X | X | X | X | 0 |
| Hawkes Hall | X | X | X | X | X | 2 |
| Hawkins Hall | X | X | X | X | X | 2 |
| Pitts Hall | X | X | X | X | X | 2 |
| Sorority Houses | | | X | X | X | 0 |
| Turner Hall | X | X | X | X | X | 2 |